



# iDMB

*A Newsletter for the Employees of the Department of Management and Budget*

## Inside the May 2003 Issue

Director named  
Page 2

Survey planned  
Page 3

iDMB Weekly  
starts Monday  
Page 4

Business planning  
Page 5

Kids come to work  
Page 7

DMB joins race  
Page 11

Employees  
welcomed  
Page 12

(click on a headline  
to go to that story)

## New chief deputy begins work

**Phyllis Mellon**, a veteran of more than 20 years in state government, began serving as chief deputy director of the Department of Management and Budget April 21.

"DMB is at the heart of so many initiatives that the governor has proposed to improve the workings of state government," Mellon said. "There are all kinds of opportunities for us to do business differently. DMB has the ability to help change the way state government operates for the better, and I am excited to be here at this very important time."

"The budget crisis is both a challenge and an opportunity," she said. "As such, we must go beyond asking 'Are we doing things right?' and instead ask 'Are we doing the right things?' The governor has established the foundation for those changes, and we in DMB look forward to working in partnership with the other agencies to affect those changes."

DMB Director **Mitch Irwin** said he looks forward to Mellon's leadership in the department. "Phyllis brings a wealth of talents and experience in state government and as a long-time customer of DMB services. We welcome this perspective particularly now as we seek to improve our level of quality during a time of severe budget constraints," he said.

Mellon comes to her new post after six years as a deputy director and chief information officer of the Department of State. She has most recently supervised the department's agency-wide information management and project prioritization process as well as the Office of the Great Seal. Before the state's technology operations were consolidated in the Department of Information Technology, Mellon headed the Department of State's IT operations.



**Phyllis Mellon**

(Click to continue on page 2)

# News from the Themes

## Timbuktu aids PC problems

When DMB computer users logged onto their PCs early last week, a message they saw might have made them think they were headed to faraway Timbuktu. Actually, Timbuktu - the software - was on its way to them.

This new application enables DIT help desk staff to access to users' computers and solve problems or install software - without the need to come to the computers. With this software, users can report computer malfunctions to help desk staff and "show" them the problem by giving them access to the computer desktops.

**Amy Cranfill**, information technology manager for hardware/software configuration help desk, says DMB employees who remember NetWizard will have a good idea of Timbuktu's capabilities. With the software, both the computer user and the help desk support person can see and (Click to continue on page 9)

## Carlson directs acquisitions area

Earlier this week, Upper Peninsula native **Sean Carlson** began work as director of Acquisition Services.

"It will take an outstanding talent to replace **Kathy Jones**, who has been a true giant in the world of government purchasing," said **DMB Director Mitch Irwin**. "We are confident that in Sean Carlson we have someone who will build on her many successes."

Carlson, of Commerce Township, most recently served as senior human resource manager for the Pepsi bottling operations in the Detroit area. He is a veteran of the U.S. Air Force contracting and logistics services, where he managed purchasing and construction programs totaling more than \$100 million.

Carlson, 33, enlisted in the Michigan Army National Guard in 1987. He was a member of Air Force ROTC as a student at Michigan State University, was promoted to first lieutenant while serving in the Air Force at Andrews Air Force Base in Maryland and is a captain and deputy readiness officer in the defense logistics agency of the U.S. Air Force Reserves.

A 1999 cum laude graduate of the Michigan State University-Detroit College of Law, he was the first person in the law school's history to concurrently earn a master's degree in labor relations and human resources from MSU and a juris doctor degree from MSU-DCL. He also holds a bachelor of arts degree from MSU.



Sean Carlson

---

## Mellon begins as chief deputy

(continued from page 1)

Prior to joining the state department in 1986, she served for eight years as an internal consultant and organizational psychologist for the Department of Social Services (now Family Independence Agency). Mellon also has been an adjunct professor of psychology at Michigan State University.

She holds doctoral and master of arts degrees from MSU and earned a bachelor of science degree in psychology from Pennsylvania State University.



# News from the Themes

## DMB to poll all employees

Department of Management and Budget leaders are encouraging employees to provide them with input by participating in an upcoming department-wide survey.

"We're seeking employee feedback in several areas," said **Tim McCormick**, director of Organizational Development and coordinator of the survey. "We want candid responses from employees. The information we gather will allow DMB leaders to take action quickly."

The 13-question survey, which will be conducted later this month, asks employees to assess DMB's strengths and weaknesses in the areas of innovation, communication, customer focus, employee empowerment and development, ethics and accountability. Announcements of the survey will be sent to employees' e-mail boxes. By clicking on the Web address in the e-mail note, participants will be directed to a Web page where they may take and submit the survey online.

(Click to continue on page 4)

## DMB surveys bring changes

When employees answer survey questions asked by their employers, some may wonder if their opinions make a difference.

For workers who participated in Department of Management and Budget surveys in 1999 and 2000, that answer is "yes."

In their responses, employees reinforced the department's many assets and suggested areas that needed improvement.

In both years of the survey, employees were enthusiastic about the people with whom they work. They considered employees the organization's greatest asset and said their relationships with coworkers and immediate supervisors were their favorite aspect of working for DMB. Employees expressed "reserved optimism" that improvements could be made in a variety of areas of the department, but they knew DMB would be tackling some big issues and challenging times.

Areas that were suggested for improvement included increasing and improving employee development opportunities; improving communication, respect for employees, and management skills; and enabling DMB employees to serve customers better.

DMB carried out a number of initiatives to improve and expand development opportunities. Leaders assembled Strategic Planning Execution Groups that examined development needs and helped craft the Individual Development Plans and Competency Based Training. These processes identified competencies for all employees and established an annual process to review and evaluate skill levels.

The department also staffed an Organizational Development Division to provide training in health, safety and employee development. Two new training programs - one for new employees and another for new managers and supervisors - responded to the perceived need for greater regard for employees and better management practices.

Organizational Development also assumed responsibility for internal communication, another need identified by the employee surveys. Production of the department newsletter was transferred to the communication staff, and communication trainings were planned for managers and employees.

DMB leaders established a SPEG to explore communication issues. The SPEG developed a communication matrix and training to help managers understand how to keep employees informed and offered methods to communicate different kinds of information. The matrix became a key element in a DMB-wide communication plan, which was adopted by the board of directors earlier this year.

The need to offer greater regard to employees also was cited in the survey. A number of initiatives - from adopting an annual employee service recognition event

(Click to continue on page 8)

*As Organizational Development prepares to send a new survey to employees, leaders hope to gather new insight to make DMB a stronger organization.*

# News from the Themes

## DMB survey

(continued from page 3)

Surveys are completely confidential; no survey can be linked to the individual who has taken it. Each employee may take the survey only once. The survey is counted when the employee answers the questions and presses the submit button.

Because the survey cannot link the employee with the responses, participants will be asked to identify their DMB departments. By providing this departmental information, McCormick said, the data from employee responses can be compiled and provided to the appropriate office heads and division directors.

"To be able to take action on the survey results," McCormick said, "we need to identify those areas where change may be necessary. We can't do this without candid employee responses."

Employees with questions about the survey may send an e-mail note to [DMB-OrgServices@michigan.gov](mailto:DMB-OrgServices@michigan.gov) or may call Organizational Development at 335-5283.

## Spring brings thoughts - of winter?

When March rolls around, most people are thinking about spring and the warm weather ahead. Some folks in Acquisition Services, however, already are planning for the following winter. The snow hasn't even melted yet, and road salt requirements for next winter are being gathered.

The solicitation for road salt combines the needs of the Michigan Department of Transportation with the local units of government, schools, colleges and universities that are members of the state's extended purchasing program. Nearly a million tons

of salt were purchased for the 2002-2003 winter season - 401,900 tons for MDOT and 577,363 tons for extended purchasing members.

Acquisition Services buyer **Lymon Hunter** works with MDOT to divide the state into seven regions. Contracts are executed in two categories for each region - early fill-up, which gets the salt bins filled and ready for winter, and seasonal backup, which allows road crew managers to order salt as it is needed throughout the winter.

When all the drop points are tallied, each vendor is asked to bid for more than 540 locations



Purchasing sometimes requires an on-site visit to learn more about products. **Rick Dolan**, MDOT, and **Lymon Hunter**, DMB-Acquisition Services, donned protective hard hats and coveralls before entering a salt mine in Detroit.

throughout the state. To make things easier, vendors provide a price per ton by region, and a massive spreadsheet is created to calculate the price of the tonnage requested at each location.

For the 2002-2003 season, five companies participated in the solicitation, and three were successful in receiving a share of the contracts. Five contracts were executed totaling \$25,985,205.51.

---

## iDMB update to come weekly

Starting May 5, Department of Management and Budget employees will receive iDMB Weekly, a Monday morning briefing that will arrive in their e-mail boxes. The iDMB Weekly is in addition to the currently monthly iDMB publication.

The weekly notes will offer news briefs and short items to update employees on events and accomplishments throughout DMB. Submissions may be sent to [norlockL@michigan.gov](mailto:norlockL@michigan.gov).

# News from the Themes

## DMB studies 'idea count\$' suggestions

More than 20 money-saving suggestions to the "Your Idea Count\$" program have been reviewed by Department of Management and Budget leaders, and several are undergoing more study.

Some ideas were quite practical, said **Rose Wilson**, director of Organizational Services. These suggestions included finding savings through review of contracts for security services to exploring more ways to cut utility use. One proposal suggested providing offices with computer templates for letterhead, which would eliminate the cost of printing letterhead on more expensive paper. Another suggestion proposed using Electronic Funds Transfer to pay some vendors.

(Click to continue on page 6)

## Point of pride

In 2002, Agency Services' printing operations was named among the top 50 in-plant print operations in the country.

## Employees urged to participate in business planning process

In the Department of Management and Budget, business planning is an ongoing process.

At this time of year, however, managers across the department and staff in Financial Services are focused one and two years ahead. The extra challenges presented by the state's reduced budget make the current planning process even more difficult.

They are challenges that cannot be solved without employee input.

DMB managers agree that employee ideas are critical in the business planning process. Front-line staff who have hands-on experience with systems and processes are in the best position to offer cost-cutting suggestions. Their thoughts are critical in drafting the division's business plan.

**Terri Powers**, financial analyst in Financial Services, compared this plan to a AAA Trip Tik.

"It's like a map. You decide on a destination - your long-term goal - then select the direction to reach that goal," she said. "Once you've reached a milestone, you flip the page and continue on your course. It's a good record of annual activity that ensures the organization stays focused on what it needs to achieve."

By focusing on these goals, programs are able to provide employees with a clear picture of where DMB is going and what managers and employees need to do to get there.

"The DMB Board of Directors use the business planning process to keep all the themes on track," said **Howard Pizzo**, director of Financial Services. "This becomes especially important as we are bombarded with business, political and customer-need changes."

As part of the process, DMB leaders refocus on the role their areas play in the DMB, assess the jobs they do and the services they provide. They will compare their services with comparable offerings in the private sector - the "best practices" that particular industries use to provide the best service at the lowest possible cost.

"This is when we decide what we need to change or improve," Powers said, "and we set our goals for accomplishing that."

There is a timeline for setting those goals, and the first deadline is approaching. Financial Services and business planning liaisons from each DMB

(Click to continue on page 6)



# News from the Themes

## Mail planning lowers costs

By planning mailings to meet the U.S. Postal Service's automation-compatible requirements, your materials may avoid surcharges and be eligible for discounts. For more information, contact Print and Mail Consulting Services at (517) 322-1889 or [DMB-printandmailconsultingservices@michigan.gov](mailto:DMB-printandmailconsultingservices@michigan.gov).

## Idea Count\$

(continued from pg 5)

A few suggestions will not receive further study because their scope is too large or DMB does not have the authority to act on them. Wilson said some of these suggestions have been forwarded to the appropriate state offices for consideration.

Wilson is pleased that employees continue to submit ideas, but she is looking for even more input. Ideas may be sent to: [DMB-OrgServices@michigan.gov](mailto:DMB-OrgServices@michigan.gov) or to Organizational Services, Attn: Pam Nemanis, Lewis Cass Building, Second Floor.

## State celebrates best of Michigan

Every May, Michigan Week provides an opportunity to commemorate the best of Michigan. This year's event, which takes place May 17 to 26, will focus on "Great Lakes, Great Tradition: Celebrating Michigan's Heritage" and underscore the state's important history and its impact on shaping our way of life.

"The Department of History, Arts and Libraries (HAL) and many community organizations are offering exhibits, activities and ways to get involved," said DMB Director Mitch Irwin. "I encourage employees to take these few short days to honor the many traditions and legacies that make our state a unique place to live."

"This one week in May gives residents across the state a special opportunity to celebrate Michigan's unique traditions and treasures, both the ones near and dear to their hearts and the ones waiting to be discovered," said HAL Director William Anderson.

The only festival of its kind in the nation, Michigan Week dates to 1954 and includes events such as a mayors exchange and awards presentations for

excellence in volunteerism and community service. For more information about Michigan Week events and ways to get involved, visit the Department of History, Arts and Libraries Web page at [www.michigan.gov/hal](http://www.michigan.gov/hal).



## Offices firm up business plans

(continued from page 5)

office have been working on the business and budget plans. Based on what they learn in this process, Financial Services will issue initial financial projections May 15 and draft rates by May 30. These numbers will be used to draft budgets for 2005 and rates for 2004. Programs will return budget documents and final business plans to Financial Services by June 12. These plans and figures will then be used to establish the department's final rates, which become available Sept. 15.

Although establishing the plan, arriving at rates and adopting an annual budget may seem like a overwhelming task to some, the business planning model breaks this process into understandable steps.

"The process is not a mystery. It's merely a routine part of doing business," Powers said. "We want people to know what it means so they feel comfortable offering their suggestions through their business planning theme liaisons."

# Employee Happenings

## Kids converge on DMB

Kids across the country - as well as kids throughout DMB - accompanied their parents to work last Thursday on Take Your Children to Work Day.

Eighty state employees and their children attended a late morning reception with **Governor Jennifer Granholm**. The children, who were drawn from names submitted by parents across state government, spent time with the governor and her daughter Katie in the Cabinet Room. Gov. Granholm asked them trivia questions about Michigan and gave pencils to the children who provided her with answers.

The annual event, which was first observed a decade ago as Take Your Daughter to Work Day, was started by the Ms. Foundation to help young women learn more about the world of work. Workplaces across the country have expanded the concept to allow all children to learn more about their parents' workplaces and to explore career options.



**Bryce Prudden** learns about the equipment his father **Ken**, of Acquisition Services-Logistics, uses.

**Barb Rost**, Financial Services, with daughter **Hannah**.



Two representatives of DMB- **Arianna Rowley**, granddaughter of **Shirley Ragsdale**, Director's Office, and **Kristen Fuqua**, daughter of **Angie Fuqua**, Human Resources - were among the children selected to meet the governor on Take Your Child to Work Day.



Staff on the second floor of the Cass Building hosted a number of young people on Take Your Child to Work Day Thursday, April 24. Visitors included (row 1) **Jacob** and **Casey Meyer**, sons of **Jonathan Meyer**, Human Resources; (row 2) **Justin Fuqua**, son of **Angie Fuqua**, Human Resources; **Andy Munro**, son of **Karen Munro**, Financial Services; **Amanda VanDeusen**, daughter of **Lannie VanDeusen**, Human Resources; **Blake Edmonds**, son of **Keli Edmonds**, Human Resources; (row 3) **Evan** and **Kristen Fuqua**, children of **Angie Fuqua**; **Christina** and **Latasha Booker**, daughters of **Sherri Booker**, Human Resources; and **Adair Macauley**, daughter of **Joyce Macauley**, Human Resources.



**Caitlyn Murphy** proves to be a lot of help to her father, **Chris**, of, Acquisition Services-Logistics, on Take Your Child to Work Day.



# News from the Themes

## Survey brings changes

(continued from page 3)  
to providing flextime options to easing dress codes on casual Friday - offered employees more relaxed surroundings and better accommodated the needs of employees' schedules.

Many survey participants said that serving customers provided them with the greatest job satisfaction, and they wanted to reinforce the ability to provide good service.

All themes surveyed their customers' needs. Some compiled customer guidebooks or constructed Web sites that outlined services and processes. Some established tracking systems or reinforced use of existing systems to track the status of projects and keep customers informed of progress.

As Organizational Development prepares to send a new survey to employees, leaders hope to gather new insight to make DMB a stronger organization that provides excellent customer service and opportunities for employees.

## Acquisitions director retires

Friends and colleagues of Kathy Jones honored her at a special reception April 24. Jones, who was director of Acquisition Services, retired from government service at the end of April. She was a State of Michigan employee for 33.5 years.



## Old division names misdirect mail

The Logistics Division's Mail Distribution staff needs employees' help to speed incoming mail to its destination.



About 1,500 pieces of improperly addressed mail comes to the distribution site each month. More than half those pieces are addressed to obsolete divisions, such as Administrative Services or Property Management.

Properly addressed mail is processed and sent to destinations immediately. Incorrect division names are the primary cause of delayed or misdirected mail. On Mondays or delivery days following a holiday, mail volume is at its largest, and incorrectly addressed pieces may take up to two days to arrive at correct destinations.

To help speed the process, DMB Mail Distribution is asking employees to:

- provide the correct office name and address to vendors that will be sending bills or correspondence.
- readdress improperly addressed mail. This includes opening incorrectly addressed mail and re-addressing it so the item can be delivered quickly to its proper location.
- use the DMB P.O. Box 30026 and Zip Code 48909 for incoming mail, as shown in the adjacent examples.



DMB Mail Distribution staff thanks you in advance for helping everyone receive mail timely.



# News from the Themes

## Moving soon?

Are you moving soon or changing your phone number? You can update your employee information online with HRMN: [intra.state.mi.us/hrmn](http://intra.state.mi.us/hrmn).

## Timbuktu

(continued from page 2)

talk about the same things as they look at the same computer desktop on their monitors. The computer user doesn't need to wait for a technician to make a service call.

Help desk staff cannot log onto a computer without the user's permission, Cranfill says. The user must open the Timbuktu application and follow instructions on the screen to give the help desk the computer's IP address.

Cranfill says NetWizard was useful for solving PC issues, but it was discontinued because it didn't work well with Windows 2000. Timbuktu, she says, works with most Microsoft operating systems.

## Practice safety on home projects

Whether you are an experienced do-it-yourselfer or a novice learning to operate basic power tools, you need to give special care and attention to safety when you undertake home improvement projects. Practicing these inexpensive common-sense precautions to help ensure your projects are successful and safe.

### Power tools

Each year, power tools contribute to as many as 110,000 emergency room visits. More than 65 percent of these injuries involved power workshop saws.

Follow these tips to use power tools safely:

- Read the instruction manual before using a power tool.
- Wear proper eye protection.
- Do not wear loose or dangling clothing.
- When using power circular saws, set the blade depth only a quarter inch or so more than the thickness of the material being cut.
- Support the material being cut so it will not pinch the blade and "kick back" toward you.

### Lawn and garden

Each year, more than 200,000 visits to emergency rooms are related to injuries caused by yard and garden equipment, including chain saws, lawn mowers and hand garden tools.

Use these tips to use lawn and garden equipment safely:

- Keep children well away from the area you are mowing.
- Before you start your lawn mower, make sure all the guards are in place.
- Store pesticides and herbicides on high shelves or inside locked cabinets.
- When using a chain saw, make sure it is equipped with an anti-kick back chain that is well sharpened.

### Ladders

Each year, ladders and step stools are associated with more than 150,000 injuries.

Use these tips to use ladders safely:

- Choose the ladder to fit the job.
- Lean the top of the ladder against something solid and place the base on firm, level ground.
- Place the ladder at the proper angle (not too steep or too flat).
- Do not overreach while on the ladder.
- Do not step on the top two rungs.



# News from the Themes

## CATA cancels LINK route 16

Route 16, the down-town parking shuttle that serves stops from Grand Avenue to the Pine and Allegan state parking lots, will be terminated at 7:05 p.m. May 2.

CATA officials said completion of DMB parking renovations and expansions and the decrease in state employees caused by early retirement reduced the need for the bus service. Cancellation of this route does not affect the LINK II service to state parking areas on Martin Luther King Boulevard.

---

## Book sale set

A used book and video sale to raise funds for community-building events is planned by the Financial Services fun team.

The sale will be held on these dates:

Tuesday, May 6 -

Cass Building

Wednesday, May 7 -

Mason Building

Thursday, May 8 - GOB

## Training encourages creative thinking

Employees in DMB's Design and Construction Division were asked think creatively and adopt innovation in doing their jobs. That was the message Infrastructure Services Director Okey Eneli and others delivered during the division's spring training meeting.

The design and construction staff will hold the training sessions quarterly. This year the group will focus on "Seven Keys to Keeping Customers."

During the group's recent spring gathering, presenters from inside and outside state government offered information and opportunities for discussion. Speakers included:

- **Tom Kane**, Design and Construction Division director, who encouraged workers to enhance their skills and use resources creatively to provide high-quality services within tight budgets.
- **Dave Sproul**, who reviewed the construction-related documents that must be retained at the state's records center upon completion of projects.
- **Laurie Tossava** of Capital Renewal, who outlined changes to the Project Information Management System database. Division personnel across the state may access the database, which contains general project data and financial and budget information.
- **John Spittler** and **Jim Teahan** of PMA, Ann Arbor, who discussed the relationship between MICHSPEC conditions and construction change orders and contractor-allowed markups on construction changes.
- **Dean Barr** and **Dennis Stamm**, who presented "Elements of Quality and Breaking Through Barriers." The talk focused on the need to work as a team, provide the highest quality workmanship and meet customer needs.

The training session also included a roundtable discussion that enabled employees to share problems and solutions and learn from each other's experiences. The group agreed that communication is key to resolving and preventing several common problems.

The division will hold its next session in the summer when sessions will center on "Cohesiveness of the Team."

---

Employees are reminded to shut off personal computers, task lighting and appliances between 9 p.m. to 6 a.m. Mondays through Thursdays and from 9 p.m. Friday to 6 a.m. Monday.





# Employee Happenings

## DMB 'racers'

Colleagues of **Maritza Garcia-Strong**, a buyer in Acquisition Services, joined Sunday's Race for the Cure to show support for their friend, who is undergoing cancer treatment. "Team Strong" included (row 1) **Laura Gyorkos**, (row 2) **Melissa Castro**, **Darlene Burnham**, **Joan Bosheff**, **Mary Lewis**, (row 3) **Lori Peacock**, **Kerry Thelen** and **Kim Graham**. Peacock is an employee in the Department of Environmental Quality.

## DMB team joins race for cure

When seven Department of Management and Budget employees walked Sunday in the Greater Lansing Race for the Cure, they did more than contribute to a good cause. They also showed support for a special colleague who is fighting cancer.

**Maritza Garcia-Strong**, a buyer with Acquisition Services, is undergoing her second round of chemotherapy and radiation treatments. Her colleagues in Acquisition Services and former colleagues in the Department of State have been raising funds to help her family meet medical expenses. Some of her friends used Sunday's walk as a demonstration of support for Garcia-Strong, 38.



Buyer **Melissa Castro** pulled together the team for the 5K event. She thought participation would be "a good thing to do," but she said their involvement takes on special meaning.

"This issue hits home with us now that Maritza got sick," Castro said.

The Race for the Cure series is a national race/fitness walk sponsored by

the Susan G. Komen Breast Cancer Foundation. This was the first time a Lansing event was organized, and more than 4,000 participants were expected to help raise funds for treatment and research and show support for cancer patients and survivors.

"It's such a good cause," said **Darleen Burnham**, a buyer.

Burnham said she has many friends who had breast cancer and sees this as a way to support them. She finds it especially important to support her colleague.

"Maritza is the most awesome, giving, caring individual I have seen in my life," Burnham said.

**Irene Pena**, another buyer colleague, concurs with Burnham's assessment. "In Maritza's darkest hours, when one of us, her friends, has a problem, she is quick to send a note or card to let us know she is thinking of us."



# News from the Themes

## **Correspondents:**

### **Acquisition Services**

Marilyn Becker  
Penny Saïtes

### **Agency Services**

Geneva Hawthorne

### **Director's Office**

Jeanette Doll

### **Financial Services**

Denice Ballard  
Dorinda Dienhart  
Tari Teremi

### **Infrastructure Services**

Connie Shutes  
**Organizational Services**

Jeannette Bekke  
**Retirement Services**

Rosemary Baker  
**Tenant and Land Services**  
Steve Davis

## **Columnist:**

Judy Ferrigan  
Safety and Health

## **Editors:**

Linda Norlock  
Jennifer Rehmann

## **Director of Organizational Development:**

Tim McCormick

iDMB is an electronic newsletter produced monthly by Organizational Services for the employees of the Department of Management and Budget. If you have questions or comments please call (517) 335-5283.

## **Program welcomes new employees**

About 60 employees who joined the Department of Management and Budget since June are completing the first round of new employee orientation sessions offered by Organizational Development.

The program of four modules and a special welcome session with the DMB Board of Directors ensures that new employees receive essential information about state employment and departmental goals, expectations and policies. It also helps new workers learn more about the DMB culture.

"DMB leadership is dedicated to investing in and valuing the department's employees," said **Trish McKenna-Ley**, training consultant with Organizational Development and coordinator of the orientation program. "One step in this commitment is providing new employees with an effective orientation that is welcoming and informative."

Modules in the program include:

- **General Policy Overview / Performance Management.** Provides information about DMB's policies, guidelines and Integrated Performance Management System.
- **Drug and Alcohol Testing / Safety and Health.** Discusses DMB's drug and alcohol testing policy and key safety and health information.
- **Discriminatory Harassment and Workplace Safety.** Outlines Civil Service regulations and DMB's work rules.
- **Understanding Your Retirement Planning.** Helps new employees understand the differences between the Deferred Compensation and Defined Contribution plans.

Attendance at the Drug and Alcohol Testing / Safety and Health and Discriminatory Harassment and Workplace Safety modules is required. It is highly recommended that the employees attend the others. The modules range from one and a half to two and a half hours.

The welcome session with the board of directors also is required:

- **New Employee Welcome.** Allows new employees to learn about the department's mission, vision and strategic priorities right from DMB's leaders.

The first round of new employee orientation modules began in March and April and will continue in May. The entire program will be offered quarterly. The board held the first welcome session in December and plans to welcome 34 new employees at a session May 1.